



**CITY OF HAYWARD LIBRARY COMMISSION**  
**Weekes Branch Library**  
**John Pappas Legacy Room**  
**27300 Patrick Avenue, Hayward**



**NOTE CHANGE IN LOCATION**

**A G E N D A**

**Monday**  
**December 20, 2004 - 7 PM**  
**Library Commission Meeting**

1. *Call to Order*

2. *Pledge of Allegiance*

3. *Roll Call*

4. *Minutes of Meeting of November 15, 2004*

5. *Public Comment*

The Library Commission welcomes public input. The first part of Library Commission Meetings is devoted to hearing comments from the public regarding general Commission business. Public Comment on specific agenda items may also be offered during the public input period. However, because of the Brown Act, the Commission cannot discuss or vote on any item raised by the public or any of its own members unless the item appears on the posted agenda. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.)

6. *Friends of the Hayward Public Library Report*

This time is provided for the Library Commission Liaison of the Board of the Friends to report on the activities of that group.

7. *New Business*

**Weekes Branch Library Tour.** Branch Manager, Melesha Johnny, will conduct a tour of the Weekes Branch Library.

8. ***Library Director's Report***  
Report on the status of library activities and statistics including the areas of Administrative Services, Adult Services, Youth Services, Library Operations and the Literacy Program.
9. ***Library Commission Report***  
This time is provided for Commissioners to share information on Library activities in which they have been engaged or in which they will participate.
10. ***City Council Liaison Report***  
This time is provided for the City Council Liaison to share information on City matters that are of pertinence to the Library Commission.
11. ***Agenda Building***  
This time is provided for Commissioners to request items to be listed specifically on the Library Commission Agenda for coming months.
12. ***Meeting Evaluation***  
This time is provided for Commission feedback regarding the meeting - noting procedures that were productive, identifying methods that could be adopted to improve effectiveness.
13. ***Adjournment***



Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 48 hours in advance of the meeting by contacting Linda Atwater at 510/881-7954 or by calling the TDD line for those with speech and hearing disabilities at 510/293-1590.

CITY OF HAYWARD  
Minutes of the Library Commission Meeting  
November 15, 2004 - 7 PM

Administrative Office  
Hayward Public Library  
835 C Street, Hayward

1. **Call to Order**

The meeting of the Hayward Library Commission was called to order by Commission Chair Linda Bennett at 7:03 PM.

2. **Pledge of Allegiance**

Commissioners recited the Pledge of Allegiance.

	Present	Present	Absent to Date
3. <b>Attendance</b>	This Meeting	To Date	This F/Y
Linda Bennett	X	3	0
Lisa Brunner	X	3	0
William Burnside	X	2	1
Jessica Fields	X	3	0
Elsa Glines	X	3	0
Judy Harrison	X	1	0
Helen Wu	X	3	0

Staff: Marilyn Baker-Madsen, Library Director  
Linda Atwater, Administrative Secretary

The Library Commission welcomed the newest Library Commissioner, Judy Harrison. Around the table introductions were made.

4. **Minutes of the Meeting of October 18, 2004**

**Board Action:** It was moved and seconded (Glines/Wu) to approve the minutes of the meeting of October 18, 2004 as submitted. The minutes were approved with one abstention (Commissioner Harrison).

5. **Public Comment.** The Library Commission expressed their appreciation of the Library Director, Marilyn Baker-Madsen and recognized her upcoming retirement.

6. **Friends of the Library Report.** Commissioner Harrison provided the Friends of the Library Report. The Marge Keller Book Sales for October raised approximately \$400 and the Saturday Book Sales averaged about \$300 per sale. The October Big Book Sale raised \$2375. The Friends financed the purchase of Hayward Library Logo Book Bags and Commissioners were each provided with one. Bright Rock Elementary School in the Philippines received 25 boxes of children's books (remaining after the big book sale), from the Friends of the Library and presented a plaque of appreciation to the Library. Members of the Board of the Friends have been cooperating with the Literacy Plus Council on plans for a gala fundraising event. "Be Our Valentine" is designed to raise money and awareness of the adult literacy program at the Library. The event is scheduled for Saturday, February 12, 2005 at the Main Library.

## 7. **New Business**

**Library Administration.** The Library Director provided an overview of the various functions of Library Administration. One segment of Library Administration is the oversight of everything that happens in the Library. This task is done jointly with the Library Management Team (LMT). The Library Director holds weekly LMT meetings in this regard. The team is comprised of the Adult Services Manager, Youth Services Manager, Library Systems Manager, Library Operations Manager, and Branch Services Manager. Each LMT member shares information with division staff through the scheduling of various division meetings.

Library Administration serves as a community liaison. The Library Director meets weekly with the City Management (Department Head) group and meets with the City Council as necessary on various issues. Library administration provides an orientation of library services to new City employees, and announces Library news and programming information to be shared with all City employees. Another function is to partner with other City Departments for programming efforts, such as the recent Cultures in Harmony Celebration.

In the community, Library Administration has formed many partnerships and serves as the liaison to many organizations. These organizations include the Friends of the Library, Project Legacy, Literacy Plus Council, Chamber of Commerce, NAACP, La Alianza de Hayward, and the Hayward Unified School District.

A big project for Library Administration each year is the development of the budget, in which the Library Commission is also involved. The Library Director spoke of the importance of the voice and message that is carried by the Library Commission in communicating with the City Council on this topic. Library Administration also oversees the areas of grant development, administration and reporting.

On a broader regional and statewide liaison function, Library Administration coordinates with the BALIS consortium (Bay Area Library and Information Services). BALIS is a nine member library system that coordinates with one another to provide extended services. The Library Director serves on the Administrative Council for BALIS under a Joint Executive Powers Agreement.

Library Administration coordinates with the State Library on a variety of projects and programs, including Literacy Program Funding, the Public Library Fund, and Data Base Reimbursements. Library Administration prepares the Hayward Public Library's annual report to the State Library.

In the areas of personnel, Library Administration recruits, assesses and selects staff members in conjunction with the Human Resources Department of the City. The Library Department is very actively involved in all recruitment endeavors, preparing draft announcements and questions for oral interview panels. Library Administration monitors sick leave usage, vacation scheduling, and the coordination of the preparation of regular employee assessments. Library Administration assumes responsibility for staff development and training activities.

8. **Library Director's Report.** The Library Director announced the acting appointments that have been submitted for approval to the City Manager. The acting assignments are recommended through June 30, 2005. Library Operations Manager Doug Moon will serve as Acting Library Director. Lead Library Assistant at Weekes Branch Library, Judy Sander, will serve as Acting Library Operations Manager. Lead Library Assistant in Youth Services, Jill Maughan, will serve as Lead Library Assistant at Weekes Branch Library. Senior Library Assistant/Page Supervisor, Lisa Aguirre, will serve as Acting Lead Library Assistant in Youth Services. Library Assistant, Toni Macaluso, will serve as Acting Senior Library Assistant/Page Supervisor. A part-time Library Assistant will assume Toni Macaluso's full time Library Assistant position, and a Senior Library Page or a Library Page from the newly established In-House Eligible List for Library Assistant will be selected to fill the part-time Library Assistant position.

There are several jurisdictions that are currently recruiting for Library Director. Recruitments are underway to fill positions with the Benicia Public Library and Sunnyvale Public Library. Upcoming retirements include the San Mateo City Librarian in December, the Santa Clara City Librarian in January, and the Alameda County Librarian in March.

Library Chair Bennett questioned if the Library Commission would have any level of involvement with regard to the recruitment process for the new Hayward Public Library Director. She suggested this item be placed on the agenda for discussion, and proposed the City Manager be invited to attend an upcoming meeting for this purpose.

9. **Library Commission Report.** There were no reports offered.
10. **City Council Liaison Report.** Council Member Quirk spoke of the importance of interested groups attending the City Council Work Sessions and Meetings where the budget will be discussed. At this time, no dates have been scheduled. The Library Commission will receive notice as soon as dates are set.

The Library Director thanked Council Member Quirk for his many years of Library advocacy in the various roles that he has assumed.

11. **Agenda Building.** The Commission requested an agenda item with regard to speaking with the City Manager on the process involved in recruiting for a new Library Director. The Commission will hold their December 20, 2004 meeting at the Weekes Branch Library. An upcoming meeting will include a presentation from Group IV Architects on the topic of a Master Facilities Plan. The Library Director would like to attend that meeting. The Commission has been planning to visit the Santa Clara Library and the Library Director asked if they would consider doing the tour on a Saturday in lieu of on their regular weekday meeting due to travel considerations. The Library Director suggested that the architect (from Group IV Architects) who worked on the Santa Clara Library project could be asked to conduct the tour.
12. **Meeting Evaluation.** Commissioners offered favorable comments.
13. **Adjournment.** The meeting was adjourned at 8:45 PM.